



DISABILITY AND COMMUNICATION ACCESS BOARD

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DISABILITY AND COMMUNICATION ACCESS BOARD GUIDELINES FOR LETTERS OF SUPPORT FOR GRANTS

Many agencies approach the Disability and Communication Access Board for letters of support for their agency. These letters are intended for inclusion with an agency's request for grant money, usually but not always from a foundation, corporation, or governmental entity.

The Disability and Communication Access Board establishes the following general guidelines for the issuance of letters of support to facilitate the review of such requests, ensure consistency in the review process and provide sufficient information to make an appropriate decision.

1. The Board may write letters supporting the intent or purpose of a grant application for an agency program to meet the needs of the disability community.
2. The Board shall give priority to requests from agencies that have had input from or involvement with Board staff, and are consistent with Board philosophy.
3. The following information must be provided in writing before the request is considered.
 - a. Name and status of organization making request
 - b. Grant abstract or executive summary of the project
 - c. Budget summary
 - d. Target population and number to be served
 - e. Anticipated benefit
 - f. To whom any letter of endorsement/support is to be addressed, if such a letter is requested
4. The Board shall not write support letters that provide blanket, overall agency support (for the purposes of legitimizing an agency).

The Board shall review each request on individual merit. If the Board chooses to support an activity or event and a letter of support is requested, the staff shall prepare a letter addressed to the organization making the request for inclusion with their grant application. If the intent of the proposal is supported, a letter over the Chairperson's signature will be addressed to the funding source and either given to the requesting agency or mailed directly to the funding source.

When an endorsement letter is requested in a time-sensitive nature (prior to the next Executive Committee or full Board meeting the Chairperson and the Executive Director will review the request. The Chairperson and Executive Director shall be empowered by the full Board to make a decision about the request. Actions taken will be brought to the full Board for ratification.

Letters of support requested from the Disability and Communication Access Board and the Special Parent Information Network shall conform to this guideline.

Adopted: September 16, 2004